



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: WP-564774

FOR:

REPRODUCTION/DUPLICATING SERVICES

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date:

Local Time:

(CAUTION: See Paragraph 4.0, LATE PROPOSALS, of the General Instructions)

Oral Presentations due the Week of May 30, 2003

Specific dates and times will be arranged with each Proposer.

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name:	William Puga	Mail Stop:	190-220
Title:	JPL Contract Negotiator	Phone:	818 354-1786
Fax:	818 393-4168		
E-Mail:	william.puga@jpl.nasa.gov		

California Institute of Technology
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Date of Issuance: April 28, 2003

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RFP No.: WP-564774

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2. Attachments to the Solicitation, See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

3. Specimen Contract, Dated 1/13/2003

GENERAL INSTRUCTIONS

1.0 PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with the Specimen Contract; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

2.1 Number of Copies

2.1.1 Provide (8) copies of your oral proposal presentation material at the time of the presentation. **THE WRITTEN PRESENTATION MATERIAL MUST COVER WHAT WILL BE PRESENTED ORALLY; IT CANNOT ADD ANY ADDITIONAL MATERIAL.** If the proposer so chooses, the oral proposal may utilize viewgraphs or Microsoft PowerPoint, in which case JPL will provide a viewgraph machine or projector.

2.1.2 Volume 2-Cost: Provide 8 written copies.

2.1.3 Volume 3-Past Performance: Provide 8 written copies.

2.2 Oral Presentation

2.2.1 Oral, rather than written, proposals shall be used to evaluate and select a contractor for negotiations. Volume I-Technical and Management will be presented orally at JPL by the individuals who are proposed to perform and/or manage the actual work of the contract.

2.2.2 Presentations shall address the information required by the Technical and Management Instructions. You may organize your presentation and allocate your time in any manner you see fit; keeping in mind, however, the relative weight of each evaluation criteria specified in paragraph 7 below and your ability to cover the material submitted. The presentation shall include a photographic tour of the facilities involved in completing the tasks outlined in this proposal.

2.2.3 The viewgraphs provided in Volume I are intended to be what is presented during your oral presentation, recognizing that some additional verbal explanation beyond the words on the viewgraph is sometimes needed to fully explain some issues or points.

2.2.4 There shall be a four (4) hour time limit placed upon your oral presentation. JPL will formulate questions in writing during the presentation but will not interrupt the presenters, with the exception of brief clarifications, during the oral presentation.

2.2.5 Following the oral presentation, JPL will caucus for approximately two (2) hours, including lunch, to discuss and organize questions developed during the oral presentation. At the end of the two-hour period, JPL will provide questions to the Proposer.

2.2.6 The total time spent at JPL will not exceed eight (8) hours, including a one-hour lunch.

- 2.2.7 Your oral presentation will include price. JPL price questions may be asked during the subsequent question and answer period.

2.3 Organization and Format.

- 2.3.1 Your proposal should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, and must be submitted as outlined below.
- 2.3.2 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.
- 2.3.3 JPL reserves the right to retain all proposal information submitted in response to this RFP.

3.0 GENERAL INFORMATION

3.1 Proposal Preparation and Related Costs.

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

3.2 Data.

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

"Data contained in pages _____ of this proposal furnished in connection with RFP No. WP- 564774 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

3.3 Requests for Clarification/RFP Addenda.

During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing to the individual referenced by "Attention:" on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP. (**NOTE:** You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1].)

4.0 LATE PROPOSALS

- 4.1 Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:
- 4.2 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 4.3 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 4.4 No acceptable proposals are received in a timely manner.

NOTE TO PROPOSERS: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

5.0 MANDATORY QUALIFICATION CRITERIA

- 5.1 Not Applicable

6.0 CONTRACT OPTION

- 6.1 Proposers are cautioned that both the cost estimate for the option(s) and credibility of the cost estimate for the option(s) will be significant considerations in source selection. The Specimen Contract anticipates that JPL will negotiate the option(s) described in the Specimen Contract with the selected contractor(s).

7.0 SOURCE EVALUATION AND SELECTION PROCESS

7.1 Source Evaluation.

Proposals will be evaluated in the areas as described in paragraph 8.0 below. Although price will not be scored, it is of approximately equal importance to the combined technical and management areas; therefore, price is a substantial factor in source selection. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative (technical and management) merit, JPL will select for negotiations the offer with the lowest price. However, JPL may select for negotiations a contractor whose proposal offers a higher qualitative merit if

the difference in price is commensurate with added value. Conversely, JPL may select for negotiations a contractor whose proposal offers a lower qualitative merit if the price differential between it and other offers so warrants. JPL will evaluate the proposals utilizing the following process:

- 7.2 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in the paragraph 9.0 below.
- 7.3 Price proposals are reviewed for mathematical accuracy, rate application, price omissions, and price reasonableness. If the Buy American Act, the Balance of Payment Program, or rent-free use of Government-furnished property applies, the prices will be adjusted as required for the purposes of evaluation.
- 7.4 Responsibility (i.e., consideration of matters such as contractor financial capability, past performance record, adequacy of facilities, etc.) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be non-responsible.
<http://www.arnet.gov/far/loadmainre.html>
- 7.5 JPL will make source selection after oral presentations are concluded. However, JPL reserves the right to conduct discussions with the proposers during orals to assist the evaluators in fully understanding each proposal by:
 - 7.5.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
 - 7.5.2 Verifying and identifying strengths and weaknesses which could affect work performance;
 - 7.5.3 Verifying the validity of the proposed price; and
 - 7.5.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.
- 7.6 After discussions, JPL may request price proposal deltas in order to correct errors, omissions or ambiguities in the proposal. Only those deltas requested by JPL will be accepted. (NOTE: JPL will not request best and final offers (BAFOs).)

8.0 SELECTION PROCESS

- 8.1 The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractors for negotiation.
- 8.2 JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral discussions prior to making source selection.

- 8.3 JPL may determine that a proposal is unacceptable if the prices proposed are materially unbalanced (e.g., between items [or prices or rates] in Article 3 of the Specimen Contract for which JPL will make separate payments or between prices for the basic Contract work and option(s), if any. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if JPL determines that the lack of balance poses an unacceptable risk to JPL or the Government.

9.0 EVALUATION CRITERIA

The Technical/Management evaluation criteria and their respective weighting for this procurement are listed below. The factors under each criterion are not weighted for evaluation purposes and are not listed in any particular order.

9.1 Contract and Operational Management

Criterion T1 – Work Approach	Weight: 350
Criterion T2 – Customer Focus	Weight: 150
Criterion T3 – Quality Control and Assurance	Weight: <u>150</u>
Total Points:	650

9.2 Management and Transition

Criterion M1 – Management and Resources	Weight: 150
Criterion M2 – Transition	Weight: <u>200</u>
Total Points:	350
Total Score Possible:	1,000

9.3 Other Factors

The following other factors will be considered in JPL's selection:

9.3.1 Technical Responsibility

- 9.3.2 Financial Capability – JPL will make an assessment of the proposer's financial capability to perform the required work.

9.3.3 Price Reasonableness

9.4 Selection Process.

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for negotiation. JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or conduct oral discussions prior to making source selection.

10.0 EXCEPTIONS TO GPS AND AGPS

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. You must provide a detailed explanation, including the rationale, for any exceptions you take. Proposers who submit proposals with exceptions may be selected for negotiations. However; if an agreement cannot be negotiated, your proposal may be rejected.

11.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

VOLUME I – CONTRACT AND OPERATIONAL MANAGEMENT INSTRUCTIONS

1.0 TECHNICAL INSTRUCTIONS

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Technical Proposal. The following specific information must be included to permit an evaluation of your technical capabilities:

Criterion T-1: Work Approach

The extent to which the proposer's approach and organization of the required work provides for effective and timely delivery of the products and services required by the Specimen Contract.

Operational Plan: Provide an Operational Plan that discusses in detail how you will provide the products and services required by the Specimen Contract. Identify workforce, processes, materials, equipment, facilities, and subcontracts to be used in the performance of this contract. At a minimum, the plan should describe in detail:

- Your plan for ensuring the availability of materials and supplies
- Your approach to handling overflow engineering reproduction
- Establishing and maintaining equipment maintenance contracts for JPL provided and contractor provided equipment and ensuring systems are functioning at the highest levels.
- Conducting operational readiness reviews to ensure all systems are functioning within required specifications prior to operation.
- A list of all proposed hardware/software for each duplicating site including manufacturer, model number, capabilities, and specifications. Include brochures and descriptions on all proposed hardware and software.
- A detailed workflow diagram using the proposed hardware/software. Display workflow in and between the on-site duplicating centers and off-site facility.
- The process for handling overflow engineering reproduction in addition to the on-site digital and hardcopy engineering reproduction service
- Your approach to developing and implementing Standard Operating Procedures (SOPs) at JPL and how you will ensure your employees will be knowledgeable and follow the SOPs.
- The significant risks that you anticipate in managing this work and the measures you intend to take to mitigate those risks.

Technology Integration Plan: Provide a Technology Plan that discusses your approach to new technology in the performance of the work. At a minimum, your plan should describe:

- How you propose to utilize new technology to streamline services taking into consideration current production requirements while maintaining close customer interaction and a high level of customer satisfaction.
- How you will perform assessments on the state of technology throughout the contract period of performance, and what criteria will be used to apply new technology to JPL's requirements.
- How you will ensure the proposed hardware/software is open architecture and can be fully integrated with existing JPL owned equipment.

Production and Cost Reporting Plan: Describe your plan for creating, maintaining, and having operational by start of contract an automated on-site system for collecting and tracking customer job information including itemized products and services for each job, itemized costs, and weekly uploads of data to JPL duplicating customer billing system. Include the process of creating cost estimates for customers, and validating customer account numbers and signature approval authority.

- Describe your plan for creating and maintaining monthly reporting on production, cost, performance, and other pertinent operational items. Provide sample reports given to customers of similar size and scope and discuss the frequency of their submission.

Note: The plans submitted under Criterion T-1: Work Approach, once accepted, will be incorporated into the contract of the successful proposer.

Criterion T-2: Customer Focus

The extent to which the Proposer's approach to customer interface promotes customer satisfaction and encourages utilization of JPL duplicating services.

Customer Satisfaction: Provide a plan for ensuring consistent high customer satisfaction throughout the contract period of performance. At a minimum, your plan should describe:

- Per the Specimen Contract, describe the processes that you will use to ensure: customer satisfaction, meeting customer turnaround, job accuracy, and timely, complete, and accurate collection/submission of production and cost data

Customer Awareness:

- Your plan for disseminating information to the JPL customer community. Discuss how you will provide information to customers on products and services available and the mechanisms for acquiring those services.
- Your plans on promoting electronic printing to JPL customers. Provide a plan including schedule and target goals for increasing electronic submissions vs. hard copy submissions of duplicating jobs.

Note: The plans submitted under Criterion T-2: Customer Focus, once accepted, will be incorporated into the contract of the successful proposer.

T3: Quality Control and Assurance

The extent to which the proposer's approach to quality assurance consistently insures high quality work.

Quality and Assurance Plan: Provide a Quality Assurance/Quality Control Plan that describes how you will implement and maintain consistent high quality for all JPL work. At a minimum, the Plan should describe:

- Your plan for educating and training your workforce in quality assurance practices, and for reinforcing the importance of quality assurance throughout the workforce.
- The system you will use to monitor and maintain this level of personnel competency required during the duration of the contract.
- The system you will use to ensure that quality requirements are implemented and satisfied throughout all phases of contract performance and how you will monitor, measure, and control the quality of products produced.
- Your plan for mitigating the negative effects of schedule and priority pressures on quality assurance.
- Your program for implementing environmental compliance, OSHA compliance, and fire and safety risk management.
- Standards that will be used to insure quality of products and services
- The Quality Assurance Program Plan currently in place at your company.

Note: The plans submitted under T3: Quality Control and Assurance, once accepted, will be incorporated into the contract of the successful proposer.

2.0 MANAGEMENT INSTRUCTIONS

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Management Proposal. The following specific information must be included to permit an evaluation of your technical capabilities:

Criterion M-1: Management and Resources

The degree to which the Proposer's management provides for effective organization, implementation, monitoring, and control of the effort.

- Project Manager: Describe the Project Manager's relevant experience including a resume. Define the Project Manager's responsibility and authority to manage and control the required resources. Identify the percentage of the Project Manager's time that will be allocated to this effort. Discuss how problems beyond the Project Manager's authority will be resolved. Discuss how the Project Manager's performance will be evaluated.
- Site Supervision (Project Manager's Direct Reports): Discuss the relevant experience including resumes. Define the responsibilities of the site management team. Include a discussion of the relevant experience of the team managers with each other and with the proposed project manager. Discuss how their performance will be evaluated.
- Organization: Submit your company organization chart, customized to include an organization chart specific to this effort. Show lines of authority from the Chief Executive Officer to the Project Manager. Identify organization elements and personnel under the control of the Project Manager as well as any elements that will be working on this effort but which may be under technical or administrative control of other organizational elements within the company, affiliates, or subcontractors.
- Staffing: Discuss your plan for staffing the effort with qualified personnel. Describe your recruiting and hiring practices, training and certification process, and how you will retain qualified staff. Include a discussion of (1) your organization's current labor pool, including the type and qualifications of your personnel, (2) your assessment of the availability of qualified personnel from other sources, and (3) how staff will be kept proficient in their respective disciplines. Describe how you will provide qualified staffing with a short lead-time, to support unplanned peak workload, employee terminations, and employee absences. Describe how staffing will be affected by other existing and projected business during the Contract period of performance.
- System Administration: Discuss your plan for full time system administration. As a minimum, your proposal should include (1) qualification requirements that you propose to establish for this function, (2) your approach to interfacing with JPL IT personnel and (3) your plan for network security, including adherence to JPL policies and procedures, installation of patches and virus protection, and conduct of vulnerability testing on all systems connected to the JPL network.

-Subcontracted Work: Discuss your plan for subcontracted work, including what elements you plan to subcontract, how you will manage subcontracts, how you will implement and maintain subcontract quality control, and how you will evaluate subcontractor performance. Discuss your plan for engaging small business, small disadvantaged business, women-owned business, hub zone business, and disabled veteran-owned business in your subcontracted efforts.

-Discuss the facilities and equipment (including vehicles) you plan to use in the performance of this effort. Include, the case of facilities, a discussion of owned vs. leased/rented facilities. Include contingency plans established to address potential conflicts regarding facility and equipment availability.

Note: The plans and materials submitted under Criterion M-1: Management and Resources, once accepted, will be incorporated into the contract of the successful proposer.

Criterion M2: Transition

The degree to which the proposer's Transition Plan provides for a seamless transition from the existing Reproduction Services Contract, and for ongoing operations which ensure timely, high quality service.

Transition Plan: Provide a detailed transition plan that describes how you propose to assume complete responsibility for and meet all Contract performance requirements on the first day of the Contract period. At a minimum, your plan should include:

- Details on timing, work steps, staffing issues and critical paths for both JPL and your company that must be met in order to ensure an orderly and smooth transition.

- An itemized schedule of activities that you would conduct prior to the start of the contract.
- The number and responsibilities of personnel who would perform pre-contract activities. Discuss prior transition experience that they have.
- Your plan for communicating and coordinating with the current Contractor during the transition process.

Note: The plan(s) submitted under Criterion M2: Transition, once accepted, will be incorporated into the contract of the successful proposer.

VOLUME II – PAST PERFORMANCE AND RELATED EXPERIENCE INSTRUCTIONS

1.0 PAST PERFORMANCE AND RELATED EXPERIENCE CRITERIA

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Past Performance/ Related experience volume of your proposal. The following specific information must be included to permit an evaluation of your past performance and related experience:

- 1.1 Provide past performance information as described in Attachment A-14 of this RFP. The past experiences submitted must consist of similar complexity workforce, and cost undertaken by your company as described in the Specimen Contract.
- 1.2 Discuss at least three of these Contracts in detail, selecting atleast one successful and at least one less than successful effort. Include in your discussions your assessments for the reasons for the successes or lack of successes of each effort and the lessons learned therefrom.

VOLUME III - COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal.

1.0 PROPOSAL PRICING

1.1 Provide a total price for each item listed in Attachment A-20, Schedule of Prices; using Production Units and Standard Measuring Chart (attached). The data provided for Attachment A-20 does not constitute nor is it to be construed as a guarantee of the volume of work, which may be ordered under this contract.

1.2 Complete Attachment A-21, titled SUPPLIER WORKSHEET. Attachment A-21 is to be submitted electronically to the cognizant negotiator's email address: william.puga@jpl.nasa.gov and is due no later than 3:00PM, on Friday, May 30, 2003.

1.3 See Article I, Statement of Work, of the Specimen Contract for proposal requirements.

1.3.1 Additional data titled, JPL Duplicating Services Production Data, dated 1/6/2002, has been provided for your use to assist in formulating your proposal under section 10.1 Attachments. This data is production that was recorded in fiscal year 2002. This data does not constitute nor is it to be construed as a guarantee of the volume of work, which may be ordered under this contract.

2.0 PARTIAL PAYMENTS

2.1 Partial Payments will be allowed in accordance with Article 3 of the Specimen Contract

3.0 PROGRESS PAYMENTS

3.1 Progress Payments will be not be allowed under this Contract.

4.0 LIMITATION OF JPL'S OBLIGATION

4.1 Proposers are referred to ARTICLE 7, LIMITATION OF JPL'S OBLIGATION, of the Specimen Contract.

5.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

6.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

7.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

8.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource.

9.0 ROYALTIES

If your proposal contains costs for royalties, indicate the amount and be ready to furnish details.

10.0 ATTACHMENTS

10.1 JPL Duplicating Services Production Data, dated 1/6/2002

10.2 The Section of this RFP entitled "Attachments" consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B attachments consist of forms and documents for informational purposes only and can be found through the electronic addresses identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>



ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

NOTE TO PROPOSERS: Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.

GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:

Attachment Title and Form Number

- | | | |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | A-1 | Acknowledgment (form JPL 2384) |
| <input type="checkbox"/> | A-2 | Cost Accounting Standards (form JPL 2842) |
| <input checked="" type="checkbox"/> | A-3 | Government Property Questionnaire (form JPL 0544) |
| <input type="checkbox"/> | A-4 | (RESERVED) |
| <input type="checkbox"/> | A-5 | (RESERVED) |
| <input type="checkbox"/> | A-6 | Notice of Total Small Business Set-Aside (form JPL 4022) |
| <input type="checkbox"/> | A-7 | Notice of Total Small Business Set-Aside - Modified (form JPL 4023) |
| <input type="checkbox"/> | A-8 | (RESERVED) |
| <input type="checkbox"/> | A-9 | (RESERVED) |
| <input type="checkbox"/> | A-10 | (RESERVED) |
| <input type="checkbox"/> | A-11 | (RESERVED) |
| <input type="checkbox"/> | A-12 | Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881) |
| <input type="checkbox"/> | A-13 | (RESERVED) |
| <input checked="" type="checkbox"/> | A-14 | Past Performance (form JPL 0358) |
| <input type="checkbox"/> | A-15 | Cost Element Breakdown (form JPL 0549) |
| <input type="checkbox"/> | A-16 | Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359) |
| <input type="checkbox"/> | A-17 | Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363) |
| <input type="checkbox"/> | A-18 | Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364) |
| <input checked="" type="checkbox"/> | A-20 | Schedule of Prices |
| <input checked="" type="checkbox"/> | A-21 | Supplier Worksheet |



ATTACHMENTS TO THE SOLICITATION

GROUP B - For information only:

Attachment Title and Form Number

- ☐ B-1 Waiver of Rights to Inventions (form JPL 62-301)
- ☐ B-2 Summary Work Breakdown Structure (no form number)
- ☐ B-3 Notice to Offerors (form JPL 2843)
- ☐ B-4 Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
- ☒ B-5 Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
- ☒ B-6 Requirements for A Subcontracting Plan (form JPL 0294)
- ☐ B-7 Security Requirements for a Classified Contract (form JPL 2891)
- ☐ B-8 Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity(Executive Order 11246) (form JPL 2899)
- ☐ B-9.1 Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
- ☐ B-9.2 Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
- ☐ B-10 Certificate of Current Cost or Pricing Data (form JPL 2496)
- ☒ B-11 Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
- ☐ B-12 (RESERVED)
- ☐ B-13 Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
- ☐ B-14 Billing Instructions – Cost Type Contract (form JPL 2716)
- ☐ B-15 Billing Instructions – CREI Contract (form JPL 2717)
- ☐ B-16 Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
- ☒ B-17 JPL Contractor Safety and Health Notification (form JPL 2885)